

# **USER MANUAL**

# **ATLAS – PERMIT**

**(Airline and Agency Operators)**

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## 1. Introduction to ATLAS

ATLAS provides an e-licensing solution to enable CAAS to administer licence and permits for the Singapore Carriers and Foreign Operators. The system maintains an online comprehensive traffic rights database accessible by the carriers for network planning and to validate capacity for new licence applications.

## 2. Organization of the User Manual

The purpose of this User Manual is to guide users to apply for AT and Ops Permit application. This user manual is divided into the following sections:

- Introduction
- The Login Page
- AT Permit Application
- Ops Permit Application

### 3. Login Page

CAAS  
Civil Aviation Authority of Singapore

Enabling opportunities through aviation

Singapore Government  
Integrity • Service • Excellence

Contact Info Feedback FAQ Site Map

Home | About Us

**AIR TRANSPORT**  
► **LICENSING AND ADMINISTRATION SYSTEM (ATLAS)**

Login ID

Password

[New User Registration](#) | [Forgot Password](#)

PRIVACY STATEMENT | TERMS OF USE | RATE THIS E-SERVICE



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Best viewed using IE 7 or Firefox 3.0 and above. Screen Resolution 1024 x 768.

- Go to ATLAS login page (<http://www.caas.gov.sg/atlas>)
- Enter Login ID and Password
- Click on **[Login]** button


## 4. New User Registration


- Click on the link '**New User Registration**' to register for an account to use ATLAS
- After registration, the password will be mailed directly to the e-mail address indicated during registration.
- Password should be changed upon the first login and must contain lower and upper case, numeric as well as special characters.




### New User Registration

\*User Name 

\*Email Address 

NRIC / FIN 

\*Designation

\*Contact Number +  -


Fax Number

\*User Type ☒ Airline Officer ☐ Agent Officer

\*Are you a group operator? ☒ No ☐ Yes

\*Airline Operator

\*Verification Code

[Try a new code](#)

By clicking the "Submit" button below, I certify that I have read and agree to the privacy policy and terms of use of CAAS ATLAS and to receive account related communications from CAAS electronically.

## 5. Home Page

- Upon successful login, the Home page will be displayed with the following sections
  - Expiring Permits
  - Search Permit
  - Search results of Permit

### 5.1. Expiring Permits

- List of licences/permits that are expiring within next 6 months are displayed

Home	Licence Application	Permit Application	Authorisation																
<b>Expiring Licences/Permits</b> <span style="float: right;">⊖</span>																			
<b>Upcoming Licence Renewals</b>		<b>Upcoming Permits Renewals</b>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #fce4ec;"> <th>Licence Number</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr><td>SIA-2</td><td>15/11/2013</td></tr> <tr><td>SLK-6-V1</td><td>31/12/2013</td></tr> <tr><td>SLK-9</td><td>28/02/2014</td></tr> <tr><td>SLK-3</td><td>28/02/2014</td></tr> <tr><td>SLK-9-V1</td><td>28/02/2014</td></tr> </tbody> </table>	Licence Number	Expiry Date	SIA-2	15/11/2013	SLK-6-V1	31/12/2013	SLK-9	28/02/2014	SLK-3	28/02/2014	SLK-9-V1	28/02/2014	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #fce4ec;"> <th>Permit Number</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr><td>BP/0004/2013</td><td>03/10/2013</td></tr> <tr><td>AP/0024/2013</td><td>30/11/2013</td></tr> </tbody> </table>	Permit Number	Expiry Date	BP/0004/2013	03/10/2013	AP/0024/2013	30/11/2013
Licence Number	Expiry Date																		
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SLK-3	28/02/2014																		
SLK-9-V1	28/02/2014																		
Permit Number	Expiry Date																		
BP/0004/2013	03/10/2013																		
AP/0024/2013	30/11/2013																		





### 5.2 Search Permit





Search Licence / Permit			
Search Type <input type="radio"/> Licence <input checked="" type="radio"/> Permit			
Application No./ Permit No.	<input style="width: 150px;" type="text"/>	Permit Category	<input type="text" value="--Select--"/>
Application Type	<input type="text" value="--Select--"/>	Application Status	<input type="text" value="--Select--"/>
Permit Type	<input type="text" value="--Select--"/>	Permit Status	<input type="text" value="--Select--"/>
Airline Operator	<input type="text" value="--Select--"/>		
Permit Valid From	<input style="width: 100px;" type="text"/>	Permit Valid To	<input style="width: 100px;" type="text"/>
Date of Submission From	<input style="width: 100px;" type="text"/>	Date of Submission To	<input style="width: 100px;" type="text"/>
Submitted within	<input type="text" value="--Select--"/>		
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

- Search can be done based on
  - Application No/Permit No
  - Permit Category
  - Application Type
  - Permit Type
  - Application Status

- Permit Status
  - Airline Operator
  - Date of Submission
  - Permit Validity
- Action:
- Click **[Search]** button: The search will be made based on the fields selected
  - Click **[Reset]** button: The search fields are reset to default values

### 5.3 Search results of Permit

Search results of Permit											 - View	 - Download	 - Withdraw/Delete	 - Copy Over
S/N	Permit No.	Application No.	Per.Cat	App.Type	Permit Type	App.Status	Submitted On	Airline	Permit Validity	Permit Status	Action			
No record found.														
View Page : 1														

- List of permit applications that fulfill the search criteria are displayed in a tabular format with the following details:
- Permit No
  - Application No
  - Permit Category
  - Application Type
  - Permit Type
  - Application Status
  - Submitted On
  - Airline Operator
  - Permit Validity
  - Permit Status
  - Action - Option to View, Withdraw, Copy or Download
    - Click the **View** icon  : To view/edit the Application
    - Click the **Download** icon  : To download the permit as a pdf document
    - Click the **Withdraw/Delete** icon  : To delete the application that has been saved as a draft. The application that has been submitted and is still pending can be withdrawn.
      - ❖ Note: Once the application status changes to 'In Progress', the application cannot be withdrawn
    - Click the **Copy Over** icon  : To extract existing permit application details to create a new permit application request so as to avoid manual data entry for the new application
    - Click the Application number hyperlink: To view the application

- Click the Permit number hyperlink: To view the permit
- Export to 'Excel' option can be used to export data in excel format

## 6. Creating new AT Permit Application

Home	Licence Application	Permit Application	Authorisation
		AT Permit	New
Expiring Licences/Permits		Ops Permit	Renewal

- Navigate to Permit Application → AT Permit → New
- For users managing multiple airline operators the following screen is displayed,
  - This screen allows user to select the particular airline to apply the permit. The airline operators managed by the user are displayed in a drop-down list.
  - Select airline operator from the drop-down list and click the **[Submit]** button.

Please select Operator

Airline Operator:

- AT Permit Application will be displayed with the following sections,
  - Operator Information
  - General Information
  - Billing Address
  - Route and Flight Information
  - Option to Preview, Save as Draft, Submit, Reset and Cancel

### 6.1 Operator Information

Operator Information			
Name of Operator:	Air Canada		
Registered Address:		Telephone:	
Fax:		Email Address:	NA

- This section displays the following information of the airline operator
  - Name of Operator
  - Telephone
  - Registered Address

- Fax
- Email Address

## 6.2 General Information

**General Information**

\*Application Type:

☒ Normal
 ☐ Express
 ☒ Ad-hoc
 ☐ Series

Note: For Express Application, the time duration between the submission time and the earliest ETA/ETD of the flight(s) is less than 72 HRS.

\*Journey Type:

☒ Non-Scheduled Journeys(Additional Flights)
 ☐ Non-Scheduled Journeys(Charter)

\*Purpose of Carriage:

\*No. of Single One-Way or Return Flight:

\*Carrier Type:

☐ Passenger
 ☐ Cargo
 ☐ Dangerous Goods
 ☐ Munition of War

- This section displays fields to enter the following general information for the application,
- Application Type
    - Normal: If the time duration between the submission time and the earliest ETA/ETD of a flight is more than 72 HRS.
      - ❖ Ad-hoc: Only 1 routing sector
      - ❖ Series: Multiple data entry with values separated by comma
    - Express: If the time duration between the submission time and the earliest ETA/ETD of a flight is more than 24 HRS and less than 72 HRS.
  - Journey Type
    - Choose whether it is Non-Scheduled Journeys(Additional flight) or Non-Scheduled Journeys(Charter)
  - If the type chosen is Non-Scheduled Journeys (Charter), enter the name of charterer, give details of carriage and select the ground handler. Provide the Ground Handler Name if the option of 'Others' is chosen for Ground Handler.
  - Purpose of Carriage
    - Select the purpose from the drop-down list
    - If the option 'Others' is selected, specify the purpose of carriage
  - No. of Single One-Way or Return Flight
  - Carrier Type
    - If the checkbox for Dangerous Goods or Munition of War carrier types are ticked, Permit for Dangerous Goods and/or Munition of War document needs to be uploaded

## 6.3 Billing Address

**Billing Address**

☐ Use Registered address (as above) for Billing Address

<p>*Name of Officer: <input style="width: 150px;" type="text"/></p> <p>*Address Line1: <input style="width: 150px;" type="text"/></p> <p>*City: <input style="width: 150px;" type="text"/></p> <p>Postal Number: <input style="width: 150px;" type="text"/></p>	<p>*Email Address: <input style="width: 150px;" type="text"/></p> <p>Address Line2: <input style="width: 150px;" type="text"/></p> <p>State: <input style="width: 150px;" type="text"/></p> <p>*Country: <input style="width: 150px;" type="text" value="-Select-"/></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- This section displays the billing address information section with the below details,
  - Name of Officer
  - Email Address
  - Address Line1
  - Address Line2
  - City
  - State
  - Postal Number
  - Country
- Tick the checkbox to use the registered address as the billing address

## 6.4 Route and Flight Information

- **Scenario 1:** If application type chosen is **Normal** and **Ad-hoc**, the fields as shown below are displayed:

**Route And Flight Information**

To Provide Air-services

* From(Country): <input type="text"/>	Airports: <input type="text"/>	Via(Country): <input type="text"/>	Airports: <input type="text"/>	* To(Country): <input type="text"/>	Airports: <input type="text"/>
Selected Airports:		Selected Airports:		Selected Airports:	

\*Area(s) of Operation: ☐ Changi ☐ Seletar ☐ Paya Lebar

\* Flight Type:

\* Flight No.  Reg. No.

Enter multiple Registration Nos. as comma separated value  
e.g. 3456578902,987652435

\* Aircraft Type  \* Capacity

\* Routing Sectors  \* Day(s) of Operations

\* Start Date  \* End Date

\* ETD/ ETA(LT)

\* Trip Type: ☒ One-Way ☐ Round Trip

Note:

1) For flights in/out of Changi Airport, the ETA/ETD have to be filed separately for approval by Changi Airport Slot Coordinator.

2) For scheduled Services, enter the date of commencement of operation and flight schedules to be filed electronically separately. For non-scheduled services, enter the dates of commencement and termination of operation (i.e. period of operations required).

3) \* Please contact ATLAS Administrator if your Aircraft Type is not in the list provided.

- This section displays the below individual Routes and Flight details to be filled in a tabular format.
- To Provide Air-Services From, Via and To – Country and Airports
    - Type 3 characters in the input field and the corresponding countries and airports are populated as a drop-down
  - Areas of Operation
    - Tick the checkbox to select the area
  - Flight Type
    - Select whether the flight is inbound/outbound from the drop-down list
  - Flight No.
    - Enter the flight number
  - Reg. No.
    - Enter the registration number of the aircraft
  - Aircraft Type
    - Select the aircraft type from the drop-down list that is populated when a minimum of 3 characters of either the Aircraft Type (IATA), Manufacturer or Series are typed

- Capacity
    - Enter the capacity based on services, seats, units and ton
  - Routing Sectors
    - Enter the routing information with valid IATA/ICAO airport code separated by hyphens
  - Operation Days
    - Enter the scheduled days of operation(1-7) where 1 is Monday and 7 is Sunday (e.g. 1457 refers to Monday, Thursday, Friday and Sunday)
  - Date
    - Select the start and end date from the calendar that is displayed when entering the field
  - ETD/ETA(LT)
    - Enter the expected time of departure/arrival of the flight (e.g. 12.30pm is entered as 1230)
  - Trip Type
    - Select whether the trip is one-way or a round trip. If round trip is selected, information for the complete trip needs to be entered
- **Scenario 2:** If application type chosen is **Normal** and **Series**, the fields as shown below are displayed:

**Route And Flight Information**

To Provide Air-services ?

☐ From Various Cities To Singapore \*Select this option to enter Air-Services from various cities to Singapore

* From(Country): <input type="text"/>	Airports: <input type="text"/>	Via(Country): <input type="text"/>	Airports: <input type="text"/>	*To(Country): <input type="text"/>	Airports: <input type="text"/>
Selected Airports:		Selected Airports:		Selected Airports:	

\*Area(s) of Operation: ☐ Changi ☐ Seletar ☐ Paya Lebar

\* Start Date  \* End Date

\*Routing Sectors ?

\*Flight No.  Reg. No.

Enter multiple flight Nos. as comma separated value  
e.g. AA7363,BB2657

Enter multiple Registration Nos. as comma separated value  
e.g. 3456578902,987652435

Add Flight Details  
Save Route & Flight Info

**Note:**  
 1) For flights in/out of Changi Airport, the ETA/ETD have to be filed separately for approval by Changi Airport Slot Coordinator.  
 2) For scheduled Services, enter the date of commencement of operation and flight schedules to be filed electronically separately. For non-scheduled services, enter the dates of commencement and termination of operation (i.e. period of operations required).  
 3) \* Please contact ATLAS Administrator if your Aircraft Type is not in the list provided.

- This section displays the below Routes and Flight details to be filled in a tabular format.
- Tick the checkbox “From Various Cities to Singapore” to enter the air services from various cities to Singapore. When this option is selected, the individual fields to enter, From, Via and To –Country and Airports are hidden and fields as shown in the following screenshot will be displayed,

**Route And Flight Information**

To Provide Air-services ⓘ

☒ From Various Cities To Singapore \*Select this option to enter Air-Services from various cities to Singapore

\*Area(s) of Operation: ☐ Changi ☐ Seletar ☐ Paya Lebar

\* Start Date  \* End Date

\*Routing Sectors ⓘ

\*Flight No.  Reg. No.

Enter multiple flight Nos. as comma separated value  
e.g. AA7363,BB2657

Enter multiple Registration Nos. as comma separated value  
e.g. 3456578902,987652435

**Add Flight Details**

**Save Route & Flight Info**

Note:

1) For flights in/out of Changi Airport, the ETA/ETD have to be filed separately for approval by Changi Airport Slot Coordinator.  
2) For scheduled Services, enter the date of commencement of operation and flight schedules to be filed electronically separately. For non-scheduled services, enter the dates of commencement and termination of operation (i.e. period of operations required).  
3) \* Please contact ATLAS Administrator if your Aircraft Type is not in the list provided.

- To Provide Air-Services From, Via and To – Country and Airports
    - Type 3 characters in the input field and the corresponding countries and airports are populated as a drop-down list
  - Areas of Operation
    - Tick the checkbox to select the areas of operation
  - Start Date
  - End Date
  - Routing Sectors
  - Flight No
  - Registration No
- Click on **[Add Flight Details]** button: Summary of entered Information is displayed in tabular format as shown in the below screenshot

### Route And Flight Information

To Provide Air-services

\* From(Country):

Airports:

Selected Airports:  
Changi International Airport : SIN : WSSS ☒

Via(Country):

Airports:

Selected Airports:

\* To(Country):

Airports:

Selected Airports:  
CHENNAI : MAA : N/A ☒

\* Area(s) of Operation: ☒ Changi ☐ Seletar ☐ Paya Lebar

\* Flight Type

\* Flight No.

Reg. No.

Enter multiple Registration Nos. as comma separated value  
e.g. 3456578902,987652435

\* Aircraft Type

\* Capacity

\* Routing Sectors

\* Day(s) of Operations

\* Start Date

\* End Date

\* ETD/ ETA(LT)

\* Trip Type: ☒ One-Way ☐ Round Trip

[Add Flight Details](#)

#### Selected Flight Details:

Flight Type	Flight No.	Reg. No.	Aircraft Type	Capacity	Routing Sectors	Operation Days	Start Date	End Date	ETD/ ETA (LT)	Trip Type	
Inbound	a121a	a121a	BELL-BOEING , 901 Osprey	2.0	Service(s) SIN-MAA	135	25/12/2013	25/02/2014	1135	Round Trip	<a href="#">Edit</a>
Outbound	a121a	a121a	BELL-BOEING , 901 Osprey	2.0	Service(s) MAA-SIN	135	25/12/2013	25/02/2014	1145	Round Trip	<a href="#">Delete</a>

[Save Route & Flight Info](#)

Note:

1) For flights in/out of Changi Airport, the ETA/ETD have to be filed separately for approval by Changi Airport Slot Coordinator.

2) For scheduled Services, enter the date of commencement of operation and flight schedules to be filed electronically separately. For non-scheduled services, enter the dates of commencement and termination of operation (I.e. period of operations required).

3) \* Please contact ATLAS Administrator if your Aircraft Type is not in the list provided.

Links to Edit/Delete  
selected Flight Details

- Click on **Edit/Delete** link in the row created under Selected Flight Details table:  
The selected flight detail can be edited or deleted from the list. The following screen appears when Edit link is clicked.

**Route And Flight Information**

To Provide Air-services ⓘ

\*From(Country):  Airports:  Via(Country):  Airports:  \*To(Country):  Airports:   
 Selected Airports: Changi International Airport : SIN : WSSS X Selected Airports: CHENNAI : MAA : N/A X

\*Area(s) of Operation: ☒ Changi ☐ Seletar ☐ Paya Lebar

\*Flight Type

\*Flight No.  Reg. No.

\*Aircraft Type  ⓘ \*Capacity  Service(s)

\*Routing Sectors ⓘ  \*Operation Days ⓘ

\*Start Date  \*End Date

\*ETD/ ETA(LT) ⓘ

\*Trip Type: ☐ One-Way ☒ Round Trip

\*Flight Type

\*Flight No.  Reg. No.

\*Aircraft Type  ⓘ \*Capacity  Service(s)

\*Routing Sectors ⓘ  \*Operation Days ⓘ

\*Start Date  \*End Date

\*ETD/ ETA(LT) ⓘ

- Make the changes and click on **[Update Flight Details]** button to save the new changes
- Click on **[Save Route & Flight Info]** button: The routes and flight details are saved and displayed in a tabular format

**Selected Routes and Flights Details**

**Routes and Flights(1) details** [Click here to Edit](#) [Click here to Delete](#)

To Provide Air-services From: SINGAPORE  
Changi International Airport : SIN : WSSS

To: INDIA  
CHENNAI : MAA : N/A

Areas Of Operation: Changi

Flight Type	Flight No.	Reg. No.	Aircraft Type	Capacity	Routing Sectors	Operation Days	Start Date	End Date	ETD/ ETA(LT)	Trip Type
Inbound	a121a	a121a	BELL-BOEING , 901 Osprey	2.0	Service(s) SIN-MAA	135	25/12/2013	25/02/2014	1135	Round Trip
Outbound	a121a	a121a	BELL-BOEING , 901 Osprey	2.0	Service(s) MAA-SIN	135	25/12/2013	25/02/2014	1145	Round Trip

Note:  
 1) For flights in/out of Changi Airport, the ETA/ETD have to be filed separately for approval by Changi Airport Slot Coordinator.  
 2) For scheduled Services, enter the date of commencement of operation and flight schedules to be filed electronically separately. For non-scheduled services, enter the dates of commencement and termination of operation (I.e. period of operations required).  
 3) \* Please contact ATLAS Administrator if your Aircraft Type is not in the list provided.

- Click on 'Click here to Edit' link: To update the saved changes. The following screen appears,

**Selected Flight Details:**

Flight Type	Flight No.	Reg. No.	Aircraft Type	Capacity	Routing Sectors	Operation Days	Start Date	End Date	ETD/ ETA (LT)	Trip Type		
Inbound	a121a	a121a	BELL-BOEING , 901 Osprey	2.0	Service(s) SIN-MAA	135	25/12/2013	25/02/2014	1135	Round Trip	<a href="#">Edit</a>	<a href="#">Delete</a>
Outbound	a121a	a121a	BELL-BOEING , 901 Osprey	2.0	Service(s) MAA-SIN	135	25/12/2013	25/02/2014	1145	Round Trip		

**Selected Routes and Flights Details**

**Routes and Flights(1) details** [Click here to Edit](#) [Click here to Delete](#)

To Provide Air-services From: SINGAPORE  
Changi International Airport : SIN : WSSS

To: INDIA  
CHENNAI : MAA : N/A

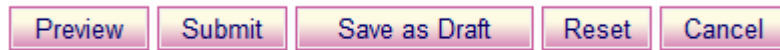
Areas Of Operation: Changi

Flight Type	Flight No.	Reg. No.	Aircraft Type	Capacity	Routing Sectors	Operation Days	Start Date	End Date	ETD/ ETA(LT)	Trip Type
Inbound	a121a	a121a	BELL-BOEING , 901 Osprey	2.0	Service(s) SIN-MAA	135	25/12/2013	25/02/2014	1135	Round Trip
Outbound	a121a	a121a	BELL-BOEING , 901 Osprey	2.0	Service(s) MAA-SIN	135	25/12/2013	25/02/2014	1145	Round Trip

Note:  
 1) For flights in/out of Changi Airport, the ETA/ETD have to be filed separately for approval by Changi Airport Slot Coordinator.  
 2) For scheduled Services, enter the date of commencement of operation and flight schedules to be filed electronically separately. For non-scheduled services, enter the dates of commencement and termination of operation (I.e. period of operations required).  
 3) \* Please contact ATLAS Administrator if your Aircraft Type is not in the list provided.

- Click on [Update Route & Flight Info] button to save the new changes

## 6.5 Option to Preview, Submit, Save as Draft, Reset and Cancel



- Click on **[Preview]** button to view the summary of details entered
- Click on **[Save as Draft]** button to save the details entered to be edited later
- Click on **[Submit]** button to submit the application for approval after all mandatory fields marked with asterisk have been entered and after the declaration checkbox has been ticked
- Click on **[Reset]** button to reset all the entered fields to default settings
- Click on **[Cancel]** button to exit the new application page and go back to the home page

## 7. Renewal of AT Permit

- Navigate to Permit Application → AT Permit → Renewal



- In the Home page screen displayed, the required permit can be searched as explained in Section 5.2.
- In the Search results table, click on the Permit number hyperlink as shown below to view and renew the permit

Search results of Permit

- View
  - Download
  - Withdraw/Delete
  - Copy Over

S/N	Permit No.	Application No.	Per.Cat	App.Type	Permit Type	App.Status	Submitted On	Airline	Permit Validity	Permit Status	Action
1	<a href="#">SKD/18/2014</a>	AT-SKD-NEW-N-27-2014	AT	New	Normal	Approved	16/01/2014	SLK	19/02/2014 to 31/03/2014	Valid	
2	<a href="#">SKD/3/2014</a>	AT-SKD-NEW-N-114-2013	AT	New	Normal	Approved	31/12/2013	TGW	03/01/2014 to 31/03/2014	Valid	
3	<a href="#">AP/400/2013</a>	AT-NSKD-NEW-N-81-2013	AT	New	Normal	Approved	11/12/2013	TGW	02/01/2014 to 31/03/2014	Valid	
4	<a href="#">SKD/0003/2013</a>	AT-SKD-NEW-N-5-2013	AT	New	Normal	Approved	14/11/2013	SIA	30/11/2013 to 30/11/2014	Valid	

View Records : 4

View Page : 1

Export : [Excel](#)

- AT Permit is displayed with the following sections as shown in the screenshot below,

### Permit Number AP/13/2014

Operator Information			
Name of Operator:	Thai Airways International Public Co Ltd		
Registered Address:		Telephone:	
Fax:		Email Address:	NA
Country in which Aircraft are Registered:	THAILAND		

Permit Details			
Permit No:	AP/13/2014	Permit Type:	Normal
Application No:	AT-NSKD-RNW-N-6-2014	Submitted On:	22/01/2014 11:18
Permit Issue Date:	17/01/2014 17:09	Permit Status:	Expired
Permit Valid From:	23/01/2014 00:00	Permit Expiry Date	25/01/2014 00:00

Application Information:			
Carrier Type:	• Passenger		
Journey Type:	Non-Scheduled Journeys (Charters)	Name of Charterer:	Charterer A
Purpose of carriage:	Executive	Details of Carriage:	Executive Passengers
No. of Single One-Way or Return Flight:	2		

Routes and Flights Details											
<b>Routes and Flights(1) details</b> <div style="display: flex; justify-content: space-between;"> <div> To Provide Air-services From: SINGAPORE  Changi International Airport : SIN : WSSS </div> <div> To: AUSTRALIA  MELBOURNE : MEL : N/A </div> </div>											
Areas Of Operation: Changi											
Flight Type	Flight No.	Reg. No.	Aircraft Type	Capacity	Routing Sectors	Day(s) of Operations	Start Date	End Date	ETD/ ETA(LT)	Trip Type	
Inbound	A33577		BELL-BOEING , 901 Osprey	2.0	Service(s) SIN-MEL	23	23/01/2014	25/01/2014	1135	One - way	

[Renew](#)
[Back](#)

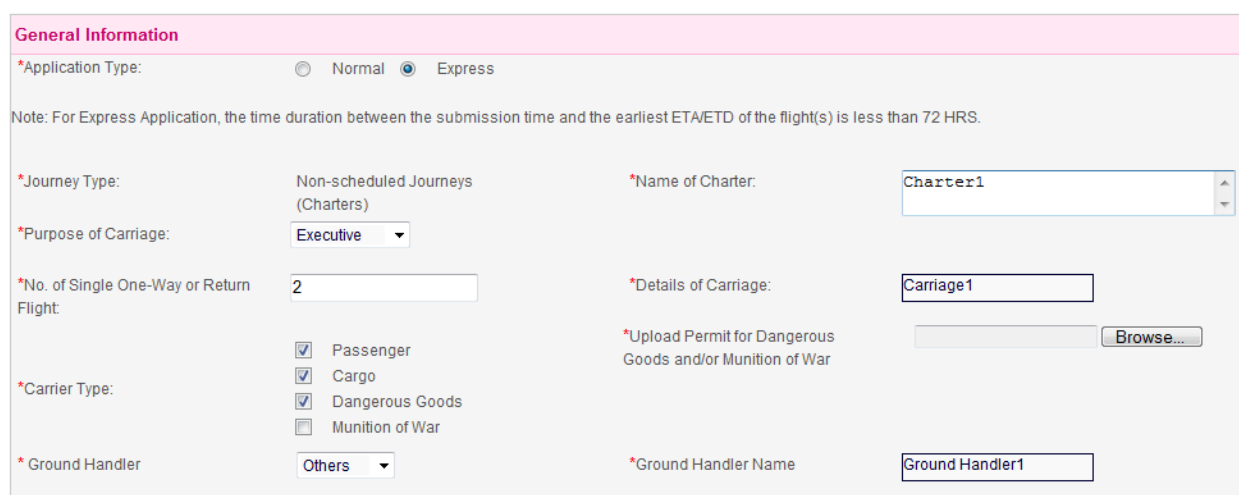
- Operator Information
  - Permit Details
  - Application Information
  - Routes and Flights Details
  - Option to Renew or go Back
- Click on **[Back]** button to return to the Home page. Click on **[Renew]** button to renew AT Permit Application with the following sections displayed,
- Operator Information
  - General Information
  - Billing Address
  - Route and Flight Information

- Renew Remarks
- Option to Preview, Save as Draft, Submit, Reset and Cancel

## 7.1 Operator Information

- This section displays the following information of the airline operator
  - Name of Operator
  - Telephone
  - Registered Address
  - Fax
  - Email Address

## 7.2 General Information



- This section displays the general information of the existing application with the following fields filled,
  - Application Type
    - Normal: If the time duration between the submission time and the earliest ETA/ETD of a flight is more than 72 HRS.
      - ❖ Ad-hoc: Only 1 routing sector
      - ❖ Series: Multiple data entry with values separated by comma
    - Express: If the time duration between the submission time and the earliest ETA/ETD of a flight is more than 24 HRS and less than 72 HRS.
  - Journey Type
    - Non-Scheduled Journeys(Additional flight) or Non-Scheduled Journeys(Charter)
    - If the type chosen is Non-Scheduled Journeys (Charter), enter the name of charterer, give details of carriage and select the ground handler. Provide the Ground Handler Name if the option of 'Others' is chosen from the drop-down list for Ground Handler.

- Purpose of Carriage
  - Select the purpose from the drop-down list
- No. of Single One-Way or Return Flight
- Carrier Type
  - If the checkbox for Dangerous Goods or Munition of War carrier types are ticked, Permit for Dangerous Goods and/or Munition of War document needs to be uploaded

## 7.3 Billing Address

**Billing Address**

☐ Use Registered address (as above) for Billing Address

\*Name of Officer:

\*Email Address:

\*Address Line1:

Address Line2:

\*City:

State:

Postal Number:

\*Country:

- This section displays the billing address information given in the existing permit. The checkbox is ticked to use the registered address as the billing address

## 7.4 Route and Flight Information

- **Scenario 1:** If application type chosen is **Normal** and **Ad-hoc**, the fields below with existing flight details are displayed:

**Route And Flight Information**

**To Provide Air-services** ?

\*From(Country):

Airports:

Selected Airports:

Via(Country):

Airports:

Selected Airports:

\*To(Country):

Airports:

Selected Airports:

\*Area(s) of Operation: ☐ Changi ☐ Seletar ☐ Paya Lebar

\*Flight Type:

Flight No.

\*Aircraft Type

\*Routing Sectors

\*Start Date

\*ETD/ETA(LT)

\*Reg. No.

\*Capacity

\*Operation Days

\*End Date

\*Trip Type: ☒ One-Way ☐ Round Trip

Add Flight Details

Save Route & Flight Info

**Selected Routes and Flights Details**

**Routes and Flights(1) details**

To Provide Air-services From: SINGAPORE

Changi International Airport : SIN : WSSS

Via: SINGAPORE

PAYA LEBAR : QPG : WSP

To: SINGAPORE

Changi International Airport : SIN : WSSS

Areas Of Operation: Changi

Flight Type	Flight No.	Reg. No.	Aircraft Type	Capacity	Routing Sectors	Operation Days	Date	ETD/ ETA(LT)	Trip Type	
Inbound	2	2	DRIGGS , Skylark	100.0	Service(s)	SIN-QPG-SIN	2	12/12/2013	2111	One - way

➤ This section displays the below individual Routes and Flight details in a tabular format.

- To Provide Air-Services From, Via and To – Country and Airports
  - Type 3 characters in the input field and the corresponding countries and airports are populated as a drop-down
- Areas of Operation
  - Tick the checkbox to select the area
- Flight Type
  - Select whether the flight is inbound/outbound from the drop-down list
- Flight No.
  - Enter the flight number
- Reg. No.
  - Enter the registration number of the aircraft
- Aircraft Type
  - Select the aircraft type from the drop-down list that is populated when first 3 characters are typed
- Capacity

- Enter the capacity based on services, seats, units and ton
- Routing Sectors
  - Enter the routing information with valid IATA/ICAO airport code separated by hyphens
- Operation Days
  - Enter the scheduled days of operation(1-7) where 1 is Monday and 7 is Sunday (e.g. 1457 refers to Monday, Thursday, Friday and Sunday)
- Date
  - Select the date from the calendar that is displayed when entering the field
- ETD/ETA(LT)
  - Enter the expected time of departure/arrival of the flight in Singapore Time (e.g. 12.30pm is entered as 1230)
- Trip Type
  - Select whether the trip is one-way or a round trip. If round trip is selected, information for the complete trip needs to be entered

➤ **Scenario 2:** If application type chosen is **Normal** and **Series**, the fields as shown below are displayed:

**Route And Flight Information**

To Provide Air-services ⓘ

☐ From Various Cities To Singapore \*Select this option to enter Air-Services from various cities to Singapore

* From(Country):	Airports:	Via(Country):	Airports:	*To(Country):	Airports:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Selected Airports:		Selected Airports:		Selected Airports:	

\*Area(s) of Operation: ☐ Changi ☐ Seletar ☐ Paya Lebar

\* Start Date  \* End Date

\*Routing Sectors ⓘ

Flight No.  \*Reg. No.

Enter multiple flight Nos. as comma separated value  
e.g. AA7363,BB2657

Enter multiple Registration Nos. as comma separated value  
e.g. 3456578902,987652435

Note:

1) For flights in/out of Changi Airport, the ETD/ETA have to be filed separately for approval by Changi Airport Slot Coordinator.

2) For scheduled Services, enter the date of commencement of operation and flight schedules to be filed electronically separately. For non-scheduled services, enter the dates of commencement and termination of operation (i.e. period of operations required).

3) \* Please contact ATLAS Administrator if your Aircraft Type is not in the list provided.

➤ This section displays the below Routes and Flight details in a tabular format.

- Tick the checkbox “From Various Cities to Singapore” to enter the air services from various cities to Singapore. When this option is selected, the individual fields to enter, From, Via and To –Country and Airports are hidden
  - To Provide Air-Services From, Via and To – Country and Airports
    - Type 3 characters in the input field and the corresponding countries and airports are populated as a drop-down list
  - Areas of Operation
    - Tick the checkbox to select the area
  - Start Date
  - End Date
  - Routing Sectors
  - Flight No
  - Registration No
- Action (Refer to section 6.4 for more details):
- Click on **[Add Flight Details]** button: Summary of entered Information is displayed in tabular format
    - Click on **Edit/Delete** link in the row newly created under Selected Flight Details table: The selected flight detail can be edited or deleted from the list
  - Click on **[Save Route & Flight Info]** button: The routes and flight details are saved and displayed in a tabular format

## 7.5 Renew Remarks

*Renew Remarks	<input type="text"/>	 
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- To enter the remarks for renewal

## 7.6 Option to Preview, Submit, Save, Reset and Cancel

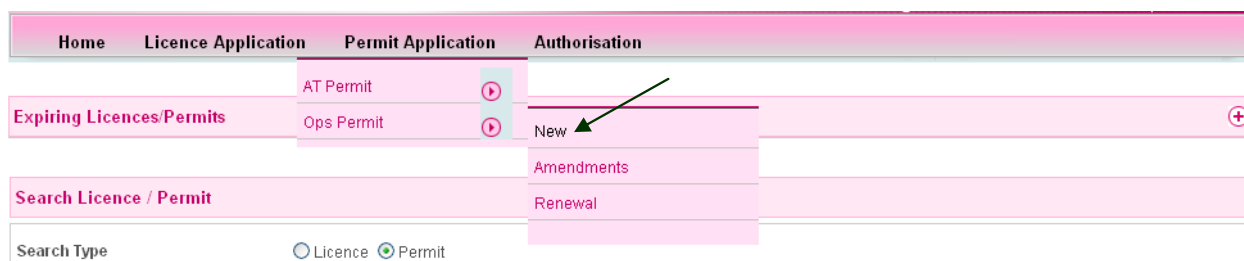
<b>Preview</b>	<b>Submit</b>	<b>Save as Draft</b>	<b>Reset</b>	<b>Cancel</b>
----------------	---------------	----------------------	--------------	---------------

- Action:
- Click on **[Preview]** button: To view the summary of details entered
  - Click on **[Save as Draft]** button: To save the details entered to be edited later
  - Click on **[Submit]** button: To submit the application for approval after all mandatory fields marked with asterisk have been entered and after the declaration checkbox has been ticked
  - Click on **[Reset]** button: To reset all the new changes to existing data in the original permit

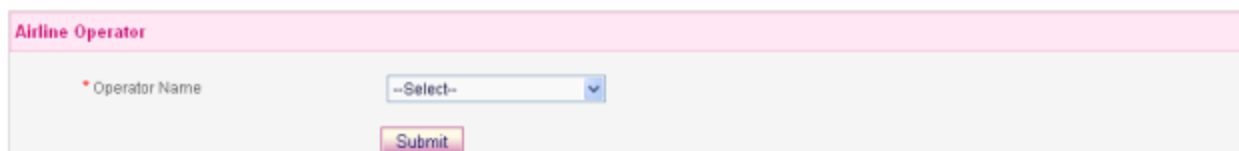
- Click on **[Cancel]** button: To exit the application page and go back to the home page

## 8. Creating new Ops Permit Application

- Navigate to Permit Application → Ops Permit → New



- For users managing multiple airline operators, the following screen is displayed,
  - This screen allows user to select the particular airline to apply the permit. The airline operators managed by the user are displayed in a drop-down list. An airline cannot apply for an Ops Permit application when another one is Approved or Pending for approval.
  - Select airline operator from the drop-down list and click **[Submit]** button.





- Ops Permit Application is displayed with the following sections,
  - Operator Information
  - General Information
  - Billing Address
  - Upload Operator Document
  - Operation Specification
  - Upload Aircraft Document
  - Option to Preview, Save as Draft, Submit and Cancel

### 8.1. Operator Information

Operator Information		
Name of Operator	Air Canada	
State of Operator	CANADA	Telephone
Registered Address	Fax	
Email Address	NA	
* Is the operator operating commercial flight for the first time in Singapore ? <input type="radio"/> Yes <input type="radio"/> No <span style="margin-left: 100px;">* Is the Operator an IATA member? <input type="radio"/> Yes <input type="radio"/> No</span>		

- This section displays the following information of the airline operator
  - Name of Operator
  - State of Operator
  - Telephone
  - Registered Address
  - Fax
  - Email Address
- Select 'Yes' or 'No' for the question: Is the operator operating commercial flight for the first time in Singapore?
- Select 'Yes' or 'No' for the question: Is the operator an IATA member?

## 8.2. General Information

General Information	
* Application Type	<input checked="" type="radio"/> Normal <input type="radio"/> Express
Note: For Express Application, the time duration between the submission time and the earliest ETA/ETD of a flight must be more than 24 HRS but less than 72 HRS. Reference to Advisory Circular AC FOS-1, Foreign Operator Surveillance Programme "Operations Permit, for the eligibility conditions for express permit consideration	
* Carrier Type	<input type="checkbox"/> Passenger <input type="checkbox"/> Cargo <input type="checkbox"/> Dangerous Goods <input type="checkbox"/> Munition of War
* Ground Handler	--Select--
* Date of Commencement / Renewal	<input type="text"/> <span style="margin-left: 100px;">* ETD/ETA(LT) </span> <input type="text"/>
* Day(s) of Operations 	<input type="text"/>

- This section displays the general information of the application with the following fields to be filled,
  - Application Type
    - Normal: If the time duration between the submission time and the earliest ETA/ETD of a flight is more than 72 HRS.

- Express: If the time duration between the submission time and the earliest ETA/ETD of a flight is more than 24 HRS and less than 72 HRS. (Note: Express application can only be accepted if conditions as specified by CAAS are met. Please refer to Advisory Circular AC FOS-1(1) Foreign Operator Surveillance Programme)
- Carrier Type
  - If the checkbox for Dangerous Goods or Munition of War carrier types are ticked, a valid CAAS Permit for Dangerous Goods and/or Munition of War document needs to be uploaded
- Ground Handler
  - Select the ground handler from the list of operators displayed in the drop-down list
  - If the option of Others is chosen, the Ground Handler Name needs to be provided
- Date of Commencement/Renewal
- ETD/ETA(LT)
  - Enter the expected time of departure/arrival of the flight in Singapore Time (e.g. 12.30pm is entered as 1230)
- Operation Days
  - Enter the scheduled days of operation in sequential order(1-7) where 1 is Monday and 7 is Sunday (e.g. 1457 refers to Monday, Thursday, Friday and Sunday)

### 8.3. Billing Address

Billing Address (Local Singapore agent address)	
<input type="checkbox"/> Use Registered address (as above) for Billing Address (Note: Click on registered address if payment is made before the issuance of Operations Permit)	
*Name of Officer:	*Email Address:
*Address Line 1:	Address Line 2:
*City:	State:
Postal Number:	*Country: Singapore

- This section displays the billing address information section with the below details to be filled,
- Name of Officer
  - Email Address
  - Address Line1
  - Address Line2

- City
  - State
  - Postal Number
  - Country
- Tick the checkbox to use the registered address for billing address

## 8.4. Upload Operator Document

**Upload Operator Document(s)**

\* Air Operator Certificate        \* Expiry Date       Indefinite ☐

**Note:**

- The file must be in PDF format with less than 2 MB size.
- ICAO Annex 6 Para. 4.2.1.5 stipulates: "the air operator certificate shall contain at least the following information and, from 1 January 2010, shall follow the layout of Appendix 6, paragraph 2".

- This section is for uploading the Air Operator Certificate. Select the expiry date from the calendar displayed.
- Tick the checkbox labeled "Indefinite" if it is for lifetime.

## 8.5. Operation specifications

**Operation Specifications**

\*Operation Specifications

**Note:**

- Please upload operation specifications for all aircraft types in this application as a single document.
- The file must be in PDF format with less than 2 MB size.
- ICAO Annex 6 Para. 4.2.1.6 stipulates: "the operation specifications associated with the air operator certificate shall contain at least the information listed in Appendix 6, paragraph 3, and, from 1 January 2010, shall follow the layout of Appendix 6, paragraph 3" Operators whose Operation Specifications do not comply with the layout of the ICAO documents are required to complete the attached Operation Specifications form using information derived from their AOC and Operation Specifications, supporting documents for which must also be supplied.
- If the Operation Specifications is not accordance to ICAO Annex 6 Appendix 6 format, the applicant has to enter the Operation Specifications as provided after entering the aircraft detail data.

- This section is for uploading the Operation Specifications document
- Operation Specifications for all aircraft types can be uploaded as a single document.

## 8.6. Upload Aircraft Document

- Operator can choose the option to upload aircraft documents individually or as a single document or separately off-line.

**Upload Aircraft Document(s)**

\*Aircraft Type  ⓘ \*Registration No.  \*Serial No.

\*Area(s) of Operation ☐ Changi ☐ Seletar ☐ Paya Lebar

☐ Please tick this option, if you wish to submit the aircraft documents separately

Note: Please submit your off-line documents to CAAS\_AFO\_InfoCenter@caas.gov.sg, by quoting the operator name and application number in the subject line.

☐ Please tick this option, if you wish to Upload single document which pertains to this Aircraft.

\*Certificate of Airworthiness /   \*Expiry Date  Indefinite ☐

Airworthiness Review Certificate (-The file must be in PDF format with less than 2 MB size)

\*Certificate of Registration   \*Issue Date

(-The file must be in PDF format with less than 2 MB size)

Aircraft aging program   \*Age of Aircraft

(-The file must be in PDF format with less than 2 MB size)

Note: Operators must submit the aircraft aging program together with the total hours and cycles for:

- a) Aircraft over 20 years of age.
- b) Aircraft with an existing aging program in place.

The aircraft aging program would include but not limited to the following items:

- a) Supplementary Inspection Program or Airworthiness Limitations Structural Inspections;
- b) Supplemental Structural Inspection Program
- c) Corrosion Prevention Control Program (CPCP);
- d) Repair Assessment Program (RAP);
- e) Evaluation for widespread fatigue damage

**\*Maintenance Release**   **\*Last date of maintenance**  ☐ Not due yet

(-The file must be in PDF format with less than 2 MB size)

Note: User to provide hangar maintenance release of C check equivalent

**\*Noise Certificate or equivalent documents**   **\*Aircraft noise level equivalent to ICAO Annex 16 Chapter 3 or above** ☐ Yes ☐ No

(-The file must be in PDF format with less than 2 MB size)

Note: Operator must meet noise level at least ICAO Annex 16 Chapter 3 or equivalent to allow to fly into Singapore System will prompt operator to exit application if answer is No

**Leasing Agreement**   **\*Leasing Type**

(-The file must be in PDF format with less than 2 MB size)

Note: In case of wet-lease of aircraft, Operators are to submit the lease agreement with the following: 83bis agreement; the approval of CAA of the State of the Operator, with identification of the operator that exercises operational control on the aircraft; and Document authorizing the specific traffic rights, issued by appropriate department

**\*Certificate of Insurance**   **\*Expiry Date**  Indefinite ☐

(-The file must be in PDF format with less than 2 MB size)

**\*State of Registry of Aircraft**

Where the State of Registration of the aircraft operated and the State of the Operator are different, Operators are to provide a letter, in English, stating who has the Operational & Airworthiness control of the aircraft; this may be covered by an ICAO 83bis arrangement between States.

**\*Are the intended routes between Singapore and the State of the Operator?** ☐ Yes ☐ No

**\*Is/are the aircraft the subject of a operational lease agreement.** ☐ Yes ☐ No

**\*Is/are the aircraft the subject of an ICAO 83bis agreement.** ☐ Yes ☐ No

**\*Is / Are the aircraft principal base of operation from Singapore? (i.e. the aircraft will be parked / stationed in Singapore and operate out from Singapore)** ☐ Yes ☐ No

If yes, Operators are to provide a letter, in English, from the State of the Registry or State of Operator, stating:

a) The safety oversight responsibility over the aircraft;  
b) Oversight responsibility on the Base and Line maintenance of aircraft; and  
c) Any operation restrictions imposed on the operation of aircraft.

Note: All documents and date uploaded previously are retained in the ATLAS. To update new documents , please re-upload them.

- This section displays the following fields to be entered,
- Aircraft Type
    - Enter at least 3 characters for the registered aircraft types to be populated in the drop-down
  - Registration No.
    - Enter the registration number
  - Serial Number
    - Enter the serial number
  - Area of Operation
    - Select the airport from the list of airports shown
  - Checkbox to submit the aircraft documents separately
    - Tick this option to send the documents separately off-line
  - Checkbox to Upload single document pertinent to the aircraft
    - Tick this option to upload a combined single document
  - Specific Documents to upload
    - To upload the individual files in PDF format in the upload file option for the following,

- ❖ Certificate of Airworthiness/ Airworthiness Review Certificate with the expiry date to be entered
  - ❖ Certificate of Registration with the issue date to be entered
  - ❖ Aircraft aging program – Enter age of aircraft in years.
  - ❖ Maintenance Release
  - ❖ Noise Certificate or equivalent documents-Select noise level option
  - ❖ Leasing Agreement with leasing type selected
  - ❖ Certificate of Insurance with the expiry date to be entered
  - State of Registry of Aircraft
    - Select the place where the aircraft was registered from the drop-down list
  - Mandatory questions that need to be answered
- Click on **[Add Aircraft]** button: To view the entered aircraft details in a tabular format as shown in the screen below,
- Click on **Edit** link or **Delete** icon to Edit/Delete the entered aircraft details
    - When the **Edit** link is clicked, the aircraft details can be updated. Then click the **[Update Aircraft]** button to update the new changes. Click the **[Reset Aircraft]** button to reset the fields to default

Aircraft Details

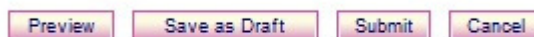
Aircraft Type	Serial No.	Reg. No.	COA	Exp. Dt.	COR	Issue Dt.	AAP	Aircraft Age	MNR	Last Dt. Of Maint.	NOC	LEA	COI	Expiry Dt.	Con. Doc.	Edit	Delete
B701	1234	1234	-	Indefinite	-	31-10-2013	-	1 Years	-		-	-	-	Indefinite	-	Edit	

Operation Specifications

Aircraft Type	Status
BOEING 707-100, B701	<a href="#">Add/ Update Ops Spec</a>

- Click on **Add/Update Ops Spec** link to enter operation specifications

## 8.7. Option to Preview, Save as Draft, Submit and Cancel



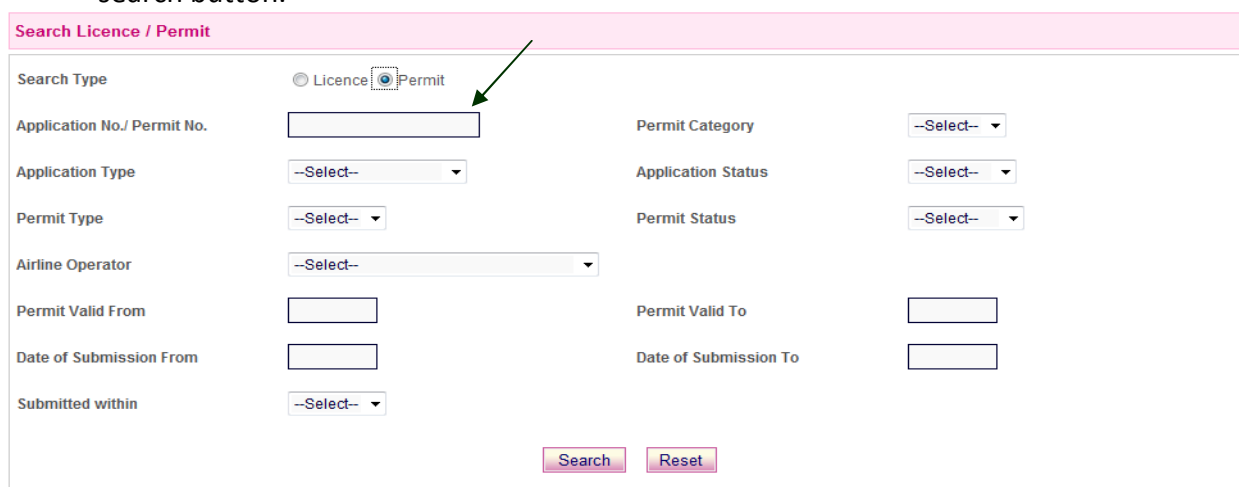
- Click on **[Preview]** button to view the summary of details entered
- Click on **[Save as Draft]** button to save the details entered to be edited later
- Click on **[Submit]** button to submit the application for approval after all mandatory fields marked with asterisk have been entered and after the declaration checkbox has been ticked
- Click on **[Cancel]** button to exit the application page and go back to the home page

## 9. Amendment of Ops Permit

- Navigate to Permit Application → Ops Permit → Amendments





- System shall list down all the permits under the “Search results of Permit” section.
- If you wish to amend a specific permit, please provide the permit number and click on search button.





- In the Search results table, click on the Permit number link as shown below to view and amend the permit








Search results of Permit

 - View

 - Download

 - Withdraw/Delete

 - Copy Over

S/N	Permit No.	Application No.	Per.Cat	App.Type	Permit Type	App.Status	Submitted On	Airline	Permit Validity	Permit Status	Action
1	<a href="#">FOP/0038</a>	OPS-NEW-14-2014	Ops	New	Normal	Approved	15/01/2014	GEC	16/01/2014 to 15/01/2017	Valid	
2	<a href="#">FOP/1091</a>	OPS-NEW-22-2014	Ops	New	Normal	Approved	16/01/2014	MMD	07/02/2014 to 13/02/2014	Valid	
3	<a href="#">FOP/1089</a>	OPS-NEW-20-2014	Ops	New	Normal	Approved	16/01/2014	KZU	07/02/2014 to 10/02/2014	Valid	
4	<a href="#">FOP/0028</a>	OPS-NEW-139-2013	Ops	New	Normal	Approved	26/12/2013	QFA	26/12/2013 to 26/12/2016	Valid	
5	<a href="#">FOP/1085</a>	OPS-NEW-128-2013	Ops	New	Normal	Approved	06/12/2013	AMU	09/12/2013 to 08/04/2014	Valid	
6	<a href="#">FOP/1003</a>	OPS-NEW-3-2013	Ops	New	Normal	Approved	27/10/2013	BVR	24/06/2013 to 23/06/2014	Valid	
7	<a href="#">FOP/0032 (EXP-1)</a>	OPS-NEW-143-2013	Ops	New	Normal	Approved	27/12/2013	GIA		Expired	

View Records : 7

View Page : 1

Export : [Excel](#)

- System shall display the Ops Permit details with the following sections as shown below:
  - Applicant Information

- Permit Details
- Aircraft Details
- Option to Renew/Amend Permit or Cancel

Applicant Information						
Airline Operator	Lufthansa Cargo AG					
Registered Business Address:	25 Airport Road, Singapore, SINGAPORE			Country in which Aircraft are Registered:	GERMANY	


  

Permit Details			
Permit No	FOP/0038	Permit Type	Normal
Application No	OPS-NEW-14-2014	Submitted On	15/01/2014 17:02
Permit Issue Date	16/01/2014	Permit Status	Valid
Permit Valid From	16/01/2014	Permit Expiry Date	15/01/2017
To provide air service between Singapore ( Changi ) and Kuala Lumpur(KUL)			
Carrier Type:	• Passenger		

Aircraft Details						
S/N	Aircraft Type	Serial Number	Registration Number	Configuration	ILS Operations	Aerodrome(s)
1	V22	A44668	A44668	• Passenger	CAT I	• Changi

View Records : 1  
View Page : 1



➤ Click on **[Amend Permit]** button. The Ops Permit Application is displayed with the following sections,

- Purpose of Amendment
- Operator Information
- Summary of Approved Aircrafts
- General Information
- Billing Address
- Upload Operator Document
- Operation Specifications Document
- Upload Aircraft Document
- Option to Preview, Save as Draft, Submit and Cancel

## 9.1. Purpose of Amendment

Purpose of Amendment:	
<input type="checkbox"/> Addition of aircraft	<input type="checkbox"/> Generic

- Select the purpose of amendment to the existing permit
- Choose one or both the options(Addition of Aircraft or Generic)
  - Select the option “Generic” to edit the billing address and general information
  - Select the option “Addition of Aircraft” to add aircraft details

## 9.2. Operator Information

Operator Information			
Name of Operator	Indonesia AirAsia		
State of Operator	INDONESIA	Telephone	
Registered Address		Fax	
Email Address	NA		
* Is the operator operating commercial flight for the first time in Singapore ?	<input checked="" type="radio"/> Yes <input type="radio"/> No	* Is the Operator an IATA member?	<input checked="" type="radio"/> Yes <input type="radio"/> No

- This section displays the general information of the airline operator and information added when applying for the base permit

## 9.3. Summary of Approved Aircrafts

Summary of Approved Aircrafts												
Aircraft Type	Serial Number	Registration Number	COACOA Exp. Dt.		COR Issue Dt.		AAP Aircraft Age		MNR Last Dt. Of Maint.		NOCLEACOI Expiry Dt. Con. Doc.	
V22	1190	1090	-	Indefinite	-	01-12-2013	-	1 Years	-	Not Due Yet	-	Indefinite

- This screen displays the summary of the permit details and documents uploaded in the existing permit

## 9.4. General Information

**General Information**

\* Application Type ☒ Normal ☐ Express

Note: For Express Application, the time duration between the submission time and the earliest ETA/ETD of a flight must be more than 24 HRS but less than 72 HRS.  
 Reference to Advisory Circular AC FOS-1, Foreign Operator Surveillance Programme – Operations Permit, for the eligibility conditions for express permit consideration

\* Carrier Type ☒ Passenger  
☐ Cargo  
☐ Dangerous Goods  
☐ Munition of War

\* Ground Handler Agency2

\* Date of Commencement / Renewal 21/01/2014 \* ETD/ ETA(LT) 1135

\* Day(s) of Operations 135

- This section displays the following general information of the existing application with the following fields filled,
- Application Type
    - Normal: If the time duration between the submission time and the earliest ETA/ETD of a flight is more than 72 HRS.
    - Express: If the time duration between the submission time and the earliest ETA/ETD of a flight is more than 24 HRS and less than 72 HRS. (Note: Express application can only be accepted if conditions as specified by CAAS are met. Please refer to Advisory Circular AC FOS-1(1) Foreign Operator Surveillance Programme)
  - Carrier Type
    - If the checkbox for Dangerous Goods or Munition of War carrier types are ticked, a valid CAAS Permit for Dangerous Goods and/or Munition of War document needs to be uploaded
  - Ground Handler
    - Select the ground handler from the list of operators displayed in the drop-down list. Ground Handler Name needs to be provided if the option of 'Others' is chosen from the drop-down list

## 9.5. Billing Address

- This section is only editable if the option "Generic" is chosen in the 'Purpose of Amendment' section as mentioned in Section 9.1.

**Billing Address (Local Singapore agent address)**


☐ Use Registered address (as above) for Billing Address (Note: Click on registered address if payment is made before the issuance of Operations Permit)

*Name of Officer:	<input type="text" value="Officer A"/>	*Email Address:	<input type="text" value="officera@airline.com"/>
*Address Line 1:	<input type="text" value="25 Airport Road"/>	Address Line 2:	<input type="text"/>
*City:	<input type="text" value="Singapore"/>	State:	<input type="text"/>
Postal Number:	<input type="text"/>	*Country:	Singapore

- This section will display the billing address information given in the existing permit
- Tick the checkbox to use the registered address for billing address

## 9.6. Upload Operator Document

**Upload Operator Document(s)**

\* Air Operator Certificate    \* Expiry Date  Indefinite ☒


Note:

- The file must be in PDF format with less than 2 MB size.
- ICAO Annex 6 Para. 4.2.1.5 stipulates: "the air operator certificate shall contain at least the following information and, from 1 January 2010, shall follow the layout of Appendix 6, paragraph 2".

- This section shows any existing Air Operator documents that have been uploaded in the base permit. Select the expiry date from the calendar displayed.
- The checkbox labeled "Indefinite" is ticked if it is for lifetime.
- Click on **[Browse]** button to re-upload the latest AOC when the AOC has expired

## 9.7. Operation Specifications Document

**Operation Specifications Document** 

- Click on the  icon to view any existing Operations Specifications document uploaded in the base permit as shown in the screenshot below
- Click on **[Browse]** button to re-upload the latest Operations Specification when the AOC has expired

**Operation Specifications Document**

Operation Specifications

Note:

- Please upload operation specifications for all aircraft types in this application as a single document.
- The file must be in PDF format with less than 2 MB size.
- ICAO Annex 6 Para. 4.2.1.6 stipulates: "the operation specifications associated with the air operator certificate shall contain at least the information listed in Appendix 6, paragraph 3, and, from 1 January 2010, shall follow the layout of Appendix 6, paragraph 3" Operators whose Operation Specifications do not comply with the layout of the ICAO documents are required to complete the attached Operation Specifications form using information derived from their AOC and Operation Specifications, supporting documents for which must also be supplied.
- If the Operation Specifications is not accordance to ICAO Annex 6 Appendix 6 format, the applicant has to enter the Operation Specifications as provided after entering the aircraft detail data.

## 9.8. Upload Aircraft Document

- This section is displayed only when "Addition of aircraft" option is chosen under 'Purpose of Amendment' in Section 9.1.

**Upload Aircraft Document(s)**

\*Aircraft Type  \*Registration No.  \*Serial No.

\*Area(s) of Operation ☐ Changi ☐ Seletar ☐ Paya Lebar

☐ Please tick this option, if you wish to submit the aircraft documents separately

Note: Please submit your off-line documents to CAAS\_AFO\_Infocenter@caas.gov.sg, by quoting the operator name and application number in the subject line.

☐ Please tick this option, if you wish to Upload single document which pertains to this Aircraft.

Certificate of Airworthiness /   Expiry Date  Indefinite ☐

Airworthiness Review Certificate  
(\*The file must be in PDF format)  
(\*The file must be in PDF format with less than 2 MB size)

Certificate of Registration   Issue Date

(\*The file must be in PDF format with less than 2 MB size)

\*Aircraft aging program   \*Age of Aircraft

(\*The file must be in PDF format with less than 2 MB size)

Note: Operators must submit the aircraft aging program together with the total hours and cycles for:

- Aircraft over 20 years of age.
- Aircraft with an existing aging program in place.

The aircraft aging program would include but not limited to the following items:

- Supplementary Inspection Program or Airworthiness Limitations Structural Inspections;
- Supplemental Structural Inspection Program
- Corrosion Prevention Control Program (CPCP);
- Repair Assessment Program (RAP);
- Evaluation for widespread fatigue damage

**\*Maintenance Release**   Last date of maintenance  ☐ Not due yet

(-The file must be in PDF format with less than 2 MB size)

Note: User to provide hangar maintenance release of C check equivalent

**\*Noise Certificate or equivalent documents**   **\*Aircraft noise level equivalent to** ☐ Yes ☐ No

(-The file must be in PDF format with less than 2 MB size)

Note: Operator must meet noise level at least ICAO Annex 16 Chapter 3 or equivalent to allow to fly into Singapore System will prompt operator to exit application if answer is No

**Leasing Agreement**   **\*Leasing Type**

(-The file must be in PDF format with less than 2 MB size)

Note: In case of wet-lease of aircraft, Operators are to submit the lease agreement with the following: 83bis agreement; the approval of CAA of the State of the Operator, with identification of the operator that exercises operational control on the aircraft; and Document authorizing the specific traffic rights, issued by appropriate department

**\*Certificate of Insurance**   **\*Expiry Date**  ☐ Indefinite

(-The file must be in PDF format with less than 2 MB size)

**\*State of Registry of Aircraft**

Where the State of Registration of the aircraft operated and the State of the Operator are different, Operators are to provide a letter, in English, stating who has the Operational & Airworthiness control of the aircraft; this may be covered by an ICAO 83bis arrangement between States.

**\*Are the intended routes between Singapore and the State of the Operator?** ☐ Yes ☐ No

**\*Is/are the aircraft the subject of a operational lease agreement.** ☐ Yes ☐ No

**\*Is/are the aircraft the subject of an ICAO 83bis agreement.** ☐ Yes ☐ No

**\*Is / Are the aircraft principal base of operation from Singapore? (i.e. the aircraft will be parked / stationed in Singapore and operate out from Singapore)** ☐ Yes ☐ No

If yes, Operators are to provide a letter, in English, from the State of the Registry or State of Operator, stating:

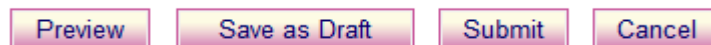
a) The safety oversight responsibility over the aircraft;  
b) Oversight responsibility on the Base and Line maintenance of aircraft; and  
c) Any operation restrictions imposed on the operation of aircraft.

Note: All documents and date uploaded previously are retained in the ATLAS. To update new documents , please re-upload them.

- This section displays the following fields to be updated to add a new aircraft,
- **Aircraft Type**
    - Enter at least 3 characters for the registered aircraft types to be populated in the drop-down
  - **Registration No.**
    - Enter the registration number
  - **Serial Number**
    - Enter the serial number
  - **Area of Operation**
    - Select the airport from the list of airports shown
  - **Checkbox to submit the aircraft documents separately**
    - Tick this option to send the documents separately off-line
  - **Checkbox to Upload single document pertinent to the aircraft**
    - Tick this option to upload a combined single document
  - **Specific Documents to upload**
    - Upload the individual files in PDF format in the upload file option for the following,

- ❖ Certificate of Airworthiness/ Airworthiness Review Certificate with the expiry date entered
  - ❖ Certificate of Registration with the issue date entered
  - ❖ Aircraft aging program – Enter age of aircraft in years
  - ❖ Maintenance Release
  - ❖ Noise Certificate or equivalent documents-Select noise level option
  - ❖ Leasing Agreement with leasing type selected
  - ❖ Certificate of Insurance with the expiry date entered
  - State of Registry of Aircraft
    - Select the place where the aircraft was registered from the drop-down list
  - Mandatory questions need to be answered
- Click on **[Add Aircraft]** button to add and view aircraft details. (Refer to Section 8.6 for more details)

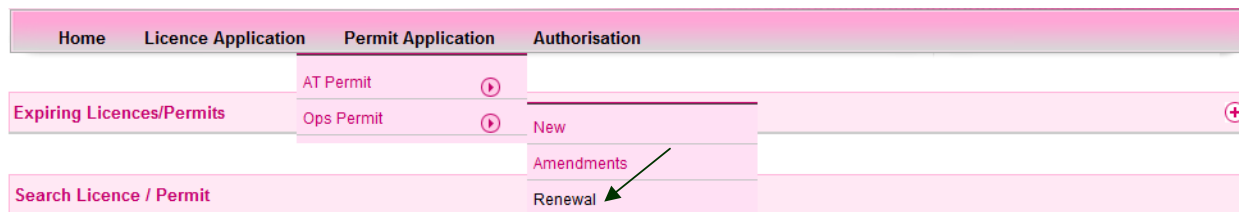
### 9.9. Option to Preview, Submit, Save and Cancel



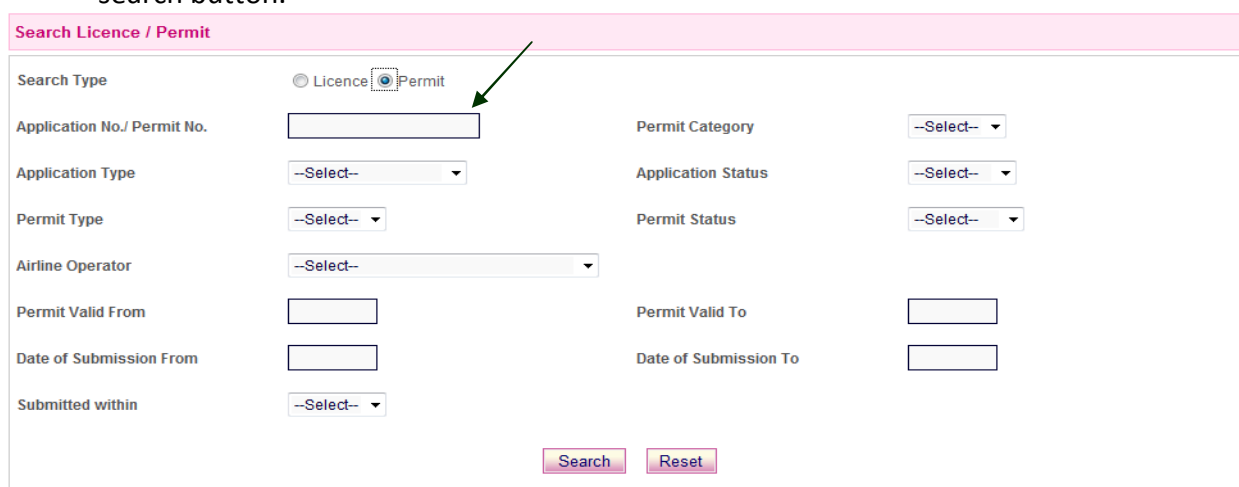
- Click on **[Preview]** button to view the summary of details entered
- Click on **[Save as Draft]** button to save the details entered to be edited later
- Click on **[Submit]** button to submit the application for approval after all mandatory fields marked with asterisk have been entered and after the declaration checkbox has been ticked
- Click on **[Cancel]** button to exit the application page and go back to the home page

## 10. Renewal of Ops Permit

- Navigate to Permit Application → Ops Permit → Renewal



- System shall list down all the permits under the “Search results of Permit” section.
- If you wish to renew a specific permit, please provide the permit number and click on search button.



- In the Search results table, click on the Permit number hyperlink as shown below to view and renew the permit

Search results of Permit

- View

- Download

- Withdraw/Delete

- Copy Over

S/N	Permit No.	Application No.	Per.Cat	App.Type	Permit Type	App.Status	Submitted On	Airline	Permit Validity	Permit Status	Action
1	<a href="#">FOP/0038</a>	OPS-NEW-14-2014	Ops	New	Normal	Approved	15/01/2014	GEC	16/01/2014 to 15/01/2017	Valid	
2	<a href="#">FOP/1091</a>	OPS-NEW-22-2014	Ops	New	Normal	Approved	16/01/2014	MMD	07/02/2014 to 13/02/2014	Valid	
3	<a href="#">FOP/1089</a>	OPS-NEW-20-2014	Ops	New	Normal	Approved	16/01/2014	KZU	07/02/2014 to 10/02/2014	Valid	
4	<a href="#">FOP/0028</a>	OPS-NEW-139-2013	Ops	New	Normal	Approved	26/12/2013	QFA	26/12/2013 to 26/12/2016	Valid	
5	<a href="#">FOP/1085</a>	OPS-NEW-128-2013	Ops	New	Normal	Approved	06/12/2013	AMU	09/12/2013 to 08/04/2014	Valid	
6	<a href="#">FOP/1003</a>	OPS-NEW-3-2013	Ops	New	Normal	Approved	27/10/2013	BVR	24/06/2013 to 23/06/2014	Valid	
7	<a href="#">FOP/0032 (EXP-1)</a>	OPS-NEW-143-2013	Ops	New	Normal	Approved	27/12/2013	GIA		Expired	

View Records : 7

View Page : 1

Export : [Excel](#)

- System shall display the Ops Permit details with the following sections as shown below:
- Applicant Information
  - Permit Details
  - Aircraft Details
  - Option to Renew/Amend Permit or Cancel

Home	Licence Application	Permit Application	Authorisation
------	---------------------	--------------------	---------------

Applicant Information			
Airline Operator	ABS Jets		
Registered Business Address:	25 Airport Road, Singapore, SINGAPORE	Country in which Aircraft are Registered:	CZECH REPUBLIC


Permit Details			
Permit No	FOP/1090	Permit Type	Express
Application No	OPS-NEW-21-2014	Submitted On	16/01/2014 13:43
Permit Issue Date	16/01/2014	Permit Status	Valid
Permit Valid From	31/01/2014	Permit Expiry Date	04/02/2014
To provide air service between Singapore ( Changi ) and Kuala Lumpur(KUL)			
Carrier Type:	• Passenger		

Aircraft Details						
S/N	Aircraft Type	Serial Number	Registration Number	Configuration	ILS Operations	Aerodrome(s)
1	V22	A33577	A33577	• Passenger	CAT I	• Changi

View Records : 1

View Page : 1

Renew Permit	Amend Permit	Cancel
--------------	--------------	--------

- Click on **[Renew Permit]** button. The Ops Permit Application is displayed with the following sections,
- Operator Information
  - General Information
  - Billing Address
  - Renewal Details
  - Upload Operator Document
  - Operation Specification
  - Summary of Approved Aircrafts
  - Upload Aircraft Document

- Option to Preview, Save as Draft, Submit and Cancel

## 10.1. Operator Information

Operator Information			
Name of Operator	Indonesia AirAsia		
State of Operator	INDONESIA	Telephone	
Registered Address		Fax	
Email Address	NA		
* Is the operator operating commercial flight for the first time in Singapore ?	<input checked="" type="radio"/> Yes <input type="radio"/> No	* Is the Operator an IATA member?	<input checked="" type="radio"/> Yes <input type="radio"/> No

- This section displays the general information of the airline operator and the information entered for the base permit

## 10.2. General Information

General Information			
* Application Type	<input checked="" type="radio"/> Normal <input type="radio"/> Express		
Note: For Express Application, the time duration between the submission time and the earliest ETA/ETD of a flight must be more than 24 HRS but less than 72 HRS. Reference to Advisory Circular AC FOS-1, Foreign Operator Surveillance Programme "Operations Permit, for the eligibility conditions for express permit consideration			
* Carrier Type	<input checked="" type="checkbox"/> Passenger <input checked="" type="checkbox"/> Cargo <input type="checkbox"/> Dangerous Goods <input type="checkbox"/> Munition of War		
* Ground Handler	Agency2		
* Date of Commencement / Renewal	31/01/2014	* ETD/ ETA(LT)	1135
* Day(s) of Operations	23		
* Renewal Date	05/02/2014		

- This section displays the general information of the existing application with the following fields to be filled,
- Application Type
    - Normal: If the time duration between the submission time and the earliest ETA/ETD of a flight is more than 72 HRS.
    - Express: If the time duration between the submission time and the earliest ETA/ETD of a flight is more than 24 HRS and less than 72 HRS. (Note: Express

application can only be accepted if conditions as specified by CAAS are met. Please refer to Advisory Circular AC FOS-1(1) Foreign Operator Surveillance Programme)

- Carrier Type
  - If the checkbox for Dangerous Goods or Munition of War carrier types are ticked, a valid CAAS Permit for Dangerous Goods and/or Munition of War document needs to be uploaded
- Ground Handler
  - Select the ground handler from the list of operators displayed in the drop-down list.
  - Provide the Ground Handler Name if the option of 'Others' is chosen from the drop-down list
- Date of Commencement/Renewal
- Operation Days
- ETD/ETA(LT)
- Renewal Date
  - Update the Renewal Date

### 10.3. Billing Address

Billing Address (Local Singapore agent address)			
<input type="checkbox"/> Use Registered address (as above) for Billing Address (Note: Click on registered address if payment is made before the issuance of Operations Permit)			
*Name of Officer:	<input type="text" value="Officer A"/>	*Email Address:	<input type="text" value="officera@airline.com"/>
*Address Line1:	<input type="text" value="25 Airport Road"/>	Address Line 2:	<input type="text"/>
*City:	<input type="text" value="Singapore"/>	State:	<input type="text"/>
Postal Number:	<input type="text"/>	*Country:	Singapore

- This section displays the billing address information given in the existing permit.
- Tick the checkbox to use the registered address for billing address

## 10.4. Renewal Details


**Renewal Details**

\* Renewal Remarks

- Enter remarks for renewal of permit

## 10.5. Upload Operator Document

**Upload Operator Document(s)**

\* Air Operator Certificate    \* Expiry Date  Indefinite ☒


Note:

- The file must be in PDF format with less than 2 MB size.
- ICAO Annex 6 Para. 4.2.1.5 stipulates: "the air operator certificate shall contain at least the following information and, from 1 January 2010, shall follow the layout of Appendix 6, paragraph 2".

- This section shows any existing Air Operator documents that have been uploaded in the base permit. Select the expiry date from the calendar displayed.
- The checkbox labeled "Indefinite" is ticked if it is for lifetime.
- Click on **[Browse]** button to re-upload the latest AOC when the AOC has expired

## 10.6. Operation Specifications

**Operation Specifications**

\* Operation Specifications   

Note:

- Please upload operation specifications for all aircraft types in this application as a single document.
- The file must be in PDF format with less than 2 MB size.
- ICAO Annex 6 Para. 4.2.1.6 stipulates: "the operation specifications associated with the air operator certificate shall contain at least the information listed in Appendix 6, paragraph 3, and, from 1 January 2010, shall follow the layout of Appendix 6, paragraph 3" Operators whose Operation Specifications do not comply with the layout of the ICAO documents are required to complete the attached Operation Specifications form using information derived from their AOC and Operation Specifications, supporting documents for which must also be supplied.
- If the Operation Specifications is not accordance to ICAO Annex 6 Appendix 6 format, the applicant has to enter the Operation Specifications as provided after entering the aircraft detail data.

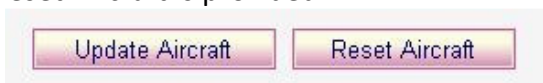
- This section displays the existing Operations Specifications document uploaded
- Click on **[Browse]** button to re-upload the latest Operations Specification when the AOC has expired

## 10.7. Summary of Approved Aircrafts

### Summary of Approved Aircrafts

Aircraft Type	Serial Number	Reg. No.	COA	COA Expiry Date	COR	COR Issue Date	AAP	Aircraft Age	MNR	Last date of maintenance	NOC	LEA	COI	COI Expiry Date	Con. Doc.	Edit
V22	1190	1090	-	Indefinite	-	01-12-2013	-	1 Years	-		-	-	-		-	<a href="#">Edit</a>

- This screen displays the summary of the permit details and documents uploaded in the existing permit
- Click on **Edit** link to edit existing aircraft details in the 'Aircraft Document' section displayed. (Refer to Section 8.6 for more details)
  - Option to Update/Reset Aircraft is provided



- Click on **[Update Aircraft]** button and the updated details will be displayed in the Aircraft Details section
- Click **[Reset Aircraft]** button: The data is changed back to original values in the existing permit

## 10.8. Upload Aircraft Document

### Upload Aircraft Document(s)

\*Aircraft Type  ? \*Registration No.  \*Serial No.

\*Area(s) of Operation ☐ Changi ☐ Seletar ☐ Paya Lebar

☐ Please tick this option, if you wish to submit the aircraft documents separately

Note: Please submit your off-line documents to CAAS\_AFO\_Infocenter@caas.gov.sg, by quoting the operator name and application number in the subject line.

☐ Please tick this option, if you wish to Upload single document which pertains to this Aircraft.

\*Certificate of Airworthiness / Airworthiness Review Certificate   \*Expiry Date  Indefinite ☐

(The file must be in PDF format with less than 2 MB size)

\*Certificate of Registration   \*Issue Date

(The file must be in PDF format with less than 2 MB size)

Aircraft aging program   \*Age of Aircraft

(The file must be in PDF format with less than 2 MB size)

Note: Operators must submit the aircraft aging program together with the total hours and cycles for:

- Aircraft over 20 years of age.
- Aircraft with an existing aging program in place.

The aircraft aging program would include but not limited to the following items:

- Supplementary Inspection Program or Airworthiness Limitations Structural Inspections;
- Supplemental Structural Inspection Program
- Corrosion Prevention Control Program (CPCP);
- Repair Assessment Program (RAP);
- Evaluation for widespread fatigue damage

**\*Maintenance Release**   **\*Last date of maintenance**  ☐ **Not due yet**

(-The file must be in PDF format with less than 2 MB size)

Note: User to provide hangar maintenance release of C check equivalent

**\*Noise Certificate or equivalent documents**   **\*Aircraft noise level equivalent to ICAO Annex 16 Chapter 3 or above** ☐ Yes ☐ No

(-The file must be in PDF format with less than 2 MB size)

Note: Operator must meet noise level at least ICAO Annex 16 Chapter 3 or equivalent to allow to fly into Singapore System will prompt operator to exit application if answer is No

**Leasing Agreement**   **\*Leasing Type**

(-The file must be in PDF format with less than 2 MB size)

Note: In case of wet-lease of aircraft, Operators are to submit the lease agreement with the following: 83bis agreement; the approval of CAA of the State of the Operator, with identification of the operator that exercises operational control on the aircraft; and Document authorizing the specific traffic rights, issued by appropriate department

**\*Certificate of Insurance**   **\*Expiry Date**  ☐ **Indefinite**

(-The file must be in PDF format with less than 2 MB size)

**\*State of Registry of Aircraft**

Where the State of Registration of the aircraft operated and the State of the Operator are different, Operators are to provide a letter, in English, stating who has the Operational & Airworthiness control of the aircraft; this may be covered by an ICAO 83bis arrangement between States.

**\*Are the intended routes between Singapore and the State of the Operator?** ☐ Yes ☐ No

**\*Is/are the aircraft the subject of a operational lease agreement.** ☐ Yes ☐ No

**\*Is/are the aircraft the subject of an ICAO 83bis agreement.** ☐ Yes ☐ No

**\*Is / Are the aircraft principal base of operation from Singapore? (i.e. the aircraft will be parked / stationed in Singapore and operate out from Singapore)** ☐ Yes ☐ No

If yes, Operators are to provide a letter, in English, from the State of the Registry or State of Operator, stating:

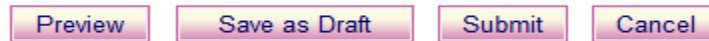
a) The safety oversight responsibility over the aircraft;  
 b) Oversight responsibility on the Base and Line maintenance of aircraft; and  
 c) Any operation restrictions imposed on the operation of aircraft.

Note: All documents and date uploaded previously are retained in the ATLAS. To update new documents , please re-upload them.

- This section displays the following fields to be entered,
- Aircraft Type
    - Enter at least 3 characters for the registered aircraft types to be populated in the drop-down
  - Registration No.
    - Enter the registration number
  - Serial Number
    - Enter the serial number
  - Area of Operation
    - Select the airport from the list of airports shown
  - Checkbox to submit the aircraft documents separately
    - Tick this option to send the documents separately off-line
  - Checkbox to Upload single document pertinent to the aircraft
    - Tick this option to upload a combined document
  - Specific Documents to upload

- Upload the individual files in PDF format in the upload file option for the following,
    - ❖ Certificate of Airworthiness/ Airworthiness Review Certificate with the expiry date entered
    - ❖ Certificate of Registration with the issue date entered
    - ❖ Aircraft aging program – Enter age of aircraft in years.
    - ❖ Maintenance Release
    - ❖ Noise Certificate or equivalent documents-Select noise level option
    - ❖ Leasing Agreement with leasing type selected
    - ❖ Certificate of Insurance with the expiry date entered
  - State of Registry of Aircraft
    - Select the place where the aircraft was registered from the drop-down list
  - Mandatory questions need to be answered
- Click on **[Add Aircraft]** button to add and view details of aircraft. (Refer to Section 8.6 for more details)

#### 10.9. Option to Preview, Submit, Save and Cancel



- Click on **[Preview]** button to view the summary of details entered
- Click on **[Save as Draft]** button to save the details entered to be edited later
- Click on **[Submit]** button to submit the application for approval after all mandatory fields marked with asterisk have been entered and after the declaration checkbox has been ticked
- Click on **[Cancel]** button to exit the application page and go back to the home page